

BLANKET APPROVAL FOR OUT-OF-STATE TRAVEL

STD. 260 (REV. 5-94) FMC

Send 6 copies to DIRECTOR OF FINANCE

DOCUMENT NUMBER

DATE

TO: Honorable Governor of California  
SACRAMENTO

Under the provisions of Section 0730 et seq. of the State Administrative Manual and Sections 1062, 11032, and 11033 of the Government Code, advance approval is requested for travel in the following amount as provided for the current budget of this Department. All travel performed as a result of this approval shall be within the criteria for out-of-state travel.

STATE DEPARTMENT

FISCAL YEAR OR OTHER APPLICABLE DATE

ACCOUNTING OFFICE ONLY

FUND(S) FROM WHICH EXPENSE TO BE PAID

ALLOTMENT AVAILABLE

AMOUNT OF THIS REQUEST

TOTAL EXPENSE OF ALL TRIPS NOT TO EXCEED

I HEREBY CERTIFY upon my own personal knowledge that the amount available for travel out-of-state shown above is correct per the Allotment Expenditure Ledger.

AFTER BR NUMBER

ACCOUNTING OFFICER (Signature)



STATE AGENCY APPROVAL

WE HEREBY CERTIFY that all individual travel authorizations granted pursuant to this request will be in accordance with the criteria for out-of-state travel in the State Administrative Manual.

REQUESTED BY

APPROVED BY

DEPARTMENT DIRECTOR (Signature)

DATE SIGNED

AGENCY ADMINISTRATOR OR OTHER AUTHORIZED OFFICIAL (Signature)

DATE SIGNED



Honorable State Controller  
SACRAMENTO

Approval is granted for the above-mentioned out-of-state travel. Authorized expenses will be paid by the State of California, upon presentation of properly certified and itemized bills.

APPROVED

APPROVED

DIRECTOR OF FINANCE (Signature)

DATE SIGNED

GOVERNOR OF CALIFORNIA (Signature)

DATE SIGNED

